

Route  
Section  
Project  
Job No.  
County  
Parcel

Dear :

The Department of Transportation, Division of Highways of the State of Illinois, proposes to (construct, widen and resurface, etc.) Route which is marked (Illinois or U.S.) Route from to . This construction requires the acquisition of parcel consisting of (acres or sq. ft.) of land (add easements if applicable), which we find in the public records as owned by . There are certain improvements located on this property that are owned by you (your company). Your property is needed to (insert description of type of facility to be constructed and parcel specific example - provide a wider surface and reconstruct entrance or pavement being widened from two to three lanes and drainage facility being constructed).

You will be contacted in the near future by (this letter introduces) , who is employed as a realty specialist by the Division of Highways. He/she will furnish you with a copy of the (identify instruments of conveyance) indicating the legal description(s) of the parcel(s) required, as well as two pamphlets entitled "Illinois Highways and Your Property" and "Landowner's Guide to Land Acquisition by the state and Eminent Domain." (You will also be provided with a letter which outlines information in detail, on the Relocation Assistance and Payments Program of the Division of Highways.)

"It is the policy of the Division of Highways to engage qualified, appraisers to appraise the right of way to be acquired by the department when calculating its fair market value and damage, if any, to the remaining property, and to offer you the full amount of the approved value. You will be provided with a written statement of the basis for computing the total approved compensation for the interests to be acquired. Please be advised that in any instance where the department prepares, or obtains, a formal appraisal that provides the basis for the offer, you may obtain a copy of that appraisal by submitting a written request in a timely manner to (District Engineer at district address)."

(The realty specialist) will explain the highway improvement, the type of construction, the specific effect on your property, and will attempt to answer any questions you may have considering this transaction.

He/she is also designated by this department to respond to any questions about the authority and procedure of the Illinois Department of Transportation in acquiring property by condemnation and about the property owners general rights under our procedures. However, he/she may not provide specific legal advice or specific legal referrals. The address is shown above. He/she can be reached by phone at (     )     .

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District Engineer